

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Stormwater Illicit Discharge Detection and Elimination</b>	<b>Revised: 9/27/19</b>
<b>Purpose:</b> To ensure the proper guidelines and procedures for the detection and elimination of illicit discharge into Stormwater System.	

**Responsible Party/ies:** Office of Environmental Management

**Performance Frequency:** Every occurrence

**Documentation:**

1. Stormwater Violations Tracking Log:  
L:\EManagement\Integrated Code Enforcement\Stormwater Violations

**Definitions:** N/A

**Procedure:**

1. When a complaint, notification or referral is received, record location information into Stormwater Violations tracking log and assign a new Stormwater Pollution Complaint number.
  - Check the tracking log to determine if location or operator/owner of location are repeat offenders.
2. Conduct a field investigation to verify violation(s) and status.
  - Note findings, responsible or potentially responsible parties and their contact information.
  - Take photographs to further document the incident
3. If violation(s) is/are found, determine appropriate status per the response descriptions listed below:
  - **If the discharge is minor** (below reportable quantity, contained, and controlled), then council the responsible party on City Ordinance and proper best management practices.
  - **If the discharge is major** (exceeds reportable quantity and/or pollutant(s) have migrated off-site or are otherwise uncontrolled):
    - If off site migration affects or threatens other private property and/or any body of water, notify regional DEQ
    - Issue a Notice of Violation and a compliance time table for both the clean-up and implementation of proper best management practices.
  - If the discharge is obviously **due to illicit activity or are repeat offenders** (regardless of whether incident is minor or major in size or scope):

- If off site migration affects or threatens other private property and/or any water body, notify regional DEQ
- Issue Notice of Violation and a compliance time table for both clean-up and implementation of proper BMPs
- Refer any gross or intentional pollution incidents and any 3-time violators to the City Magistrate for prosecution

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov).